



# *Manager's Report*

*for Council Meeting of September 14, 2004*

## **FINANCE**

Listed below are new businesses licensed during this period:

### **Business Name**

ACP Network	Leesburg Books & Antiquities
A Little Something...	Leesburg Laser Center
Alexander & Jones Investments	Leesburg Toyota (car rental)
Baiko Cleaning Services	Lisa's Home Day Care
Carquest Auto Parts	Little Angels Family Day Home
Charles L King, Attorney at Law	M J Wells & Associates LLC
CMTI Technologies Inc	Nosnikarp Enterprises LLC
Complete Care Mobil Detailing Center	Panache Designs
Cornerstone Inspections, LLC	Paramount Construction
C W Miner Speech – Language Pathologist, LLC	Ryan's
David Harrigan DC PLLC	Secure Networks
Drop Off Express	Smeather's
Ebenezer Driver Improvement	Spring Essence (new owner)
Friedlander, Cheryl L	Stanislaus, Lorraine
Greenberry's Coffee & Tea Company	The Something Special Shoppe
Hollywood Video #046-778	Thoroughbreds Grill & Brewing
Jack J Morris Associates Inc	VIP Contractor
JGM Home Improvements LLC	Xuan Saigon Vietnamese Restaurant

## **HUMAN RESOURCES**

New hires, promotions, transfers and separations for the period of August 9 – September 10, 2004:

### **New Hires**

Bowles, Blake  
Davis, Kimberly  
Fellows, Elizabeth  
Matula, Jay

### **Position**

Maintenance Worker I  
Finance Operations Manager  
Head Preschool Teacher  
Recreation Program Manager

### **Department**

Streets  
Finance  
P&R  
P&R

### **Promotions**

Carlson, Annie

Management & Budget Analyst

Finance

### **Transfers**

None

### **Separations**

#### **Resignations:**

Jackson, EJ  
Carper, Cheryl

### **Position**

Recreation Program Supervisor  
Administrative Associate II

### **Department**

P&R  
HR

***Retirements***

None

***Terminations***

None

**PLANNING, ZONING & DEVELOPMENT**

**PLANNING DIVISION**

PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: AUGUST 4, 2004 – SEPTEMBER 7, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Ron Caglione (29 Sycolin Road) Office Building	Buffer Reduction Request	2 <sup>nd</sup>	Request to reduce the buffer width between a proposed office building and existing residential use
Ron Caglione (29 Sycolin Road) Office Building	Request for P/F Authorization	1 <sup>st</sup>	Construction of an 11,933 square foot office building
Potomac Station Cinema De Lux (Potomac Station Dr/Battlefield Pkwy)	Request for a P/F Authorization	2 <sup>nd</sup>	Construction of a multiplex theatre
Tavistock Farms, Section 15, 16 & 17 (multi-family & commercial) DP 2000-07	Final Development Plan	3 <sup>rd</sup>	Construction of 300 condominium units
South King Street Center (800 block South King Street) TLPF-2004-0011	Final Development Plan	1 <sup>st</sup>	Construction of 20,912 square foot retail center (including a drive thru bank and daycare center)
Catoctin Circle Centre & Parking Garage (100 block of Catoctin Circle, NE) TLSE-2004-0006	Special Exception	2 <sup>nd</sup>	
Loudoun National Bank TLSE-2004-0028	Special Exception	1 <sup>st</sup>	
God's Children Learning Center (101 Davis Avenue) TLPF-2004-0002	Preliminary/Final Development Plan	2 <sup>nd</sup>	Reuse of an existing 2,600 square foot residential dwelling as a daycare center/school
Fort Evans Plaza II (East Market Street)	Request for a P/F Authorization	1 <sup>st</sup>	Construction of free-standing retail uses in parking area of existing refurbished retail uses
Union Cemetery Drainage Improvements (200 block of Old Waterford Road) TLPF-2004-0004	Preliminary/Final Development Plan	2 <sup>nd</sup>	Construction of various drainage improvements
Hawks View Glen (200 block of Hawks View Square) TLFS-2003-0001	Final Subdivision Plat/Correction Plat	1 <sup>st</sup>	Minor widening of end unit lots
Laurel Brigade Inn (20 West Market Street)	Boundary Line Adjustment	1 <sup>st</sup>	
Potomac Crossing Church of Latter-Day Saints (800 block of Battlefield Parkway, NE) TLPF-2004-0022	Request for a P/F Authorization	1 <sup>st</sup>	Construction of a 16,000 square foot church
Catoctin Circle Centre (100 block of Catoctin Circle, NE) TLPF-2004-0012	Final Development Plan	1 <sup>st</sup>	Construction of a 99,200 square foot retail center (including a drive-thru bank, restaurant, and office/retail uses)
South Harrison Street Trail	Capital Improvement Project (CIP)	2 <sup>nd</sup>	Construction of trail improvements
Tavistock Farms, Section 20, Lots 246, 247 & 248	ROW Dedication Plat	2 <sup>nd</sup>	Creation of ROW dedication in conjunction with connecting street

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:  
AUGUST 4, 2004 – SEPTEMBER 7, 2004**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Potomac Crossing Church of Latter-Day Saints (800 block of Battlefield Parkway, NE) TLPF-2004-0022	Request for a P/F Authorization	1 <sup>st</sup>	Construction of a 16,000 square foot church
Potomac Crossing Church of Latter-Day Saints (800 block of Battlefield Parkway, NE) TLPF-2004-0022	P/F Development Plan	1 <sup>st</sup>	Construction of a 16,000 square foot church
Oaklawn at Stratford, Sycolin Road, Phase 1 TLPF-2004-0020	P/F Development Plan	1 <sup>st</sup>	Construction of public road improvements
South Harrison Street Trail (Harrison Street, SE)	Capital Improvement Project (CIP)	2 <sup>nd</sup>	Construction of trail improvements
Leesburg Station Auto Wash (149 Catocin Circle, SE) DP 2002-22	Revisions to Approved Development Plan	1 <sup>st</sup>	Adjust the depth of cover of an on-site utility line
Ron Caglione (29 Sycolin Road) Office Building	Buffer Reduction Request	2 <sup>nd</sup>	Request to reduce the buffer width between a proposed office building and existing residential use
Ron Caglione (29 Sycolin Road) Office Building	Request for P/F Authorization	1 <sup>st</sup>	Construction of an 11,933 square foot office building
Hawks View Glen (200 block of Hawks View Square) TLFS-2003-0001	Final Subdivision Plat/Correction Plat	1 <sup>st</sup>	Minor widening of end unit lots
Laurel Brigade Inn (20 West Market Street)	Boundary Line Adjustment	1 <sup>st</sup>	
Arby's @ Potomac Station (Battlefield Parkway, NE) TLSE-2004-0027	Special Exception	1 <sup>st</sup>	
Leesburg Central (100 block of Harrison Street, SE) TLPF-2004-0015	P/F Development Plan	1 <sup>st</sup>	Construction of 22,297 square feet of office uses

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:  
AUGUST 4, 2004 – SEPTEMBER 7, 2004**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Tavistock Farms, Section 20, Lots 246, 247 & 248	ROW Dedication Plat	2 <sup>nd</sup>	<i>Approved and recorded - Creation of ROW dedication in conjunction with connecting street</i>

## **ZONING DIVISION**

### **Zoning Permits Issued Residential**

12 SFA - \$105,000.00 - Potomac Station  
 2 SFD - \$300,000.00 - Georgetown Mews  
 1 SFA - \$350,000.00 - Georgetown Mews

### **Zoning Permits Issued Commercial**

950 Edwards Ferry Road, Wal-Mart - \$275,000 - commercial addition  
 217 Edwards Ferry Road, Dodona Manor - \$500.00 - brick pier  
 241 Leesburg Outlet Mall - \$42,500.00 - commercial interior fit up  
 1223 Bradfield Drive SW, Country Club - \$400,000 - water booster station  
 1049 Edwards Ferry Road, Battlefield Shopping Center - \$50,000.00 - interior fit up  
 1 Harrison Street - \$11,200.00 - interior alteration

741 Miller Drive, Richlynn - \$239,000 – commercial fit up  
751 Miller Drive, Air Park - \$32,000.00 - commercial fit up  
751 Miller Drive, Air Park - \$3,500.00 - commercial fit up  
235 Edwards Ferry Road, Leesburg Outlet Mall - \$150,000  
550 E Market Street, Leesburg Plaza - \$150,000.00 - interior fit up  
548 E Market Street, Leesburg Plaza - \$150,000.00 - interior fit up  
139 Catoctin Circle, Leesburg Skate Park - \$14,000.00

**Occupancy Permits Issued Residential**

Edwards Landing - 8 SFD  
Potomac Crossing - 7 SFA  
Hamlets at Leesburg - 3 SFA/Duplex

**Occupancy Permits Issued Commercial**

241 Edwards Ferry Road, Leesburg Outlet Mall  
1063 Edwards Ferry Road, Battlefield Center  
751 Miller Drive, Leesburg Airpark  
803 Sycolin Road Richlynn

**Special Exceptions: 29 Active or Under Review for Acceptance**

1. TLSE-2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The Planning Commission public hearing was held on June 3, 2004. On June 17, 2004 the Planning Commission voted 5-0-2 to recommend approval of this application with conditions. A Council public hearing was held on July 27, 2004. Council action is expected at the August 10, 2004 meeting.
2. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
3. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
4. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
5. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004 and is currently under review by staff.

6. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
7. TLSE-2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004. Staff comments were issued on May 7, 2004. Revised plans were submitted July 15, 2004 and have been referred to staff for review.
8. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004. Staff comments were issued on May 7, 2004. Revised plans were submitted July 15, 2004 and have been referred to staff for review.
9. TLSE-2004-0008 Meadowbrook Bank Drive-thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with a drive-thru window. Submitted April 7, 2004. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004.
10. TLSE-2004-0009 Meadowbrook, Bank Drive-thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with a drive-thru window. Submitted April 7, 2004. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004.
11. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004.
12. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). The applicant requests ability to rent autos to auto body shop-patrons. Submitted April 8, 2004, resubmitted May 4, 2004; rejected for acceptance on May 12, 2004. The applicant is currently working on resubmission of the application.
13. TLSE-2004-0012 Real Estate Holdings: Located on the south side of East Market St. east of the Shenandoah University campus. The applicant requests two auto dealerships. Submitted April 12, 2004. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLZM-2004-0003)
14. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hill subdivision. Request for 228,000 square feet of mixed retail. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.

15. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hill subdivision. Request for 4,500 square foot bank with drive-thru window. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.
16. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hill subdivision. Request for 4,500 square foot bank with drive-thru window. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.
17. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive-thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hill subdivision. Request for 3,000 square foot fast food restaurant with drive-thru window. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.
18. TLSE-2004-0017 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion grocery store. The applicant Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004. The Planning Commission public hearing was held on July 1, 2004. The Commission denied the application 7-0 at its July 15, 2004, meeting. (See also related application TLCP-2004-0001). **A public hearing before Council is scheduled for September 14, 2004.**
19. TLSE-2004-0018 Gate House Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of that road and Chickasaw Place, N.E. The applicant Gatehouse Networks requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements.
20. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004. Officially accepted for review on July 28, 2004 and is currently under review by staff.
21. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004. Officially accepted for review on July 28, 2004 and is currently under review by staff.
22. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004. Officially accepted for review on July 28, 2004 and is currently under review by staff.

22. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004. Officially accepted for review on July 28, 2004 and is currently under review by staff.
23. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004. Officially accepted for review on July 28, 2004 and is currently under review by staff.
24. TLSE-2004-0024 Village at Leesburg – Bank with Drive-thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004. Officially accepted for review on July 28, 2004 and is currently under review by staff.
25. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004. Officially accepted for review on July 28, 2004 and is currently under review by staff.
26. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004. Officially accepted for review on July 28, 2004 and is currently under review by staff.
27. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. The applicant Master Design of Fairfax, Va. requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93 acre pad site. The application was submitted on July 2, 2004 and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements.
28. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catoctin Circle, S.E. (adjacent to the new Loudoun Motor Sports building). The applicant Loudoun National Bank requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive-thru window in the B-2 District. The application was submitted on July 6, 2004. Officially accepted for review on July 14, 2004 and is currently under review by staff.

**Commission Permits: 1 Active**

1. TLCP-2004-0001 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004. The Planning Commission public hearing was held on July 1, 2004. The Commission denied the application 7-0 at its

July 15, 2004, meeting. (See related application TLSE-2004-0017). The applicant may appeal this decision to Council.

**Rezoning: 6 Active or Under Review for Acceptance**

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.
2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004.
4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
5. TLZM-2004-0003 Real Estate Holdings: Located on the South side of East Market St. east of the Shenandoah University campus. Request to amend ZM#129 Leesburg Auto Park, to allow for two auto dealerships. Submitted April 12, 2004. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLSE-2004-0012)
6. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant KSI Services, Inc. seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,020,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.



**Town Plan Amendments: 3 Active or Under Review for Acceptance**

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the transportation element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
2. TLTA-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to amend the transportation element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant KSI Services, Inc. seeks to amend the transportation element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004. Officially accepted for review on July 28, 2004 and is currently under review by staff.

**Zoning Ordinance Amendments:**

1. ZOAM 2004-0002: Council initiated these amendments to various sections of the Zoning Ordinance at the May 11, 2004 meeting under Resolution No. 2004-73. A public hearing before the Planning Commission was held on June 3, 2004. On June 17, 2004 the Planning Commission voted 5-0-2 to recommend approval of these amendments. A Council public hearing was held on July 27, 2004. Further discussion is scheduled for the August 9, 2004 Council work session.

**Board of Zoning Appeals Cases**

None scheduled for the August meeting.

**UTILITY LINES DIVISION****Installations made during this period:**

New water service to 1005 S. King Street

**Training:**

- Jamie Morin and Hank Woodward attended a flow monitor training class in Lincoln, Nebraska.
- John Creamer, Herb Gallahan, Lesley McClaughry, Steve Melinkoff, Robert Hanshaw, Ken Binder, Ricky Schooley and Max Mellott attended a Creative Thinking Workshop.

**Routine Items Include:**

- Turn on's and off's
- Water meter Readings
- Complaint investigations
- Rodding and cleaning sanitary sewer trouble spots
- Marking water and sewer lines for contractors and citizens
- Vehicle and ditch maintenance
- Bush hogging

**Summary Programs**

- Staff performed maintenance on 9 fire hydrants
- Staff completed 62 new connections to town utility system
- Staff performed 6 water leak repairs
- Staff responded to 1,553 requests to locate utilities (Miss Utility).

## TOWN OF LEESBURG

Full-time vacancies as of August 6, 2004

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Econ Dev</i>	1	Downtown Coordinator	7/1/04	√	√				
<i>Executive</i>	1	Executive Associate I	7/9/04	√	√				
<i>Finance</i>	1	Staff Accountant	5/21/04	√	√				
	1	Administrative Assoc I	7/1/04	√	√				
<i>Eng &amp; PW</i>	1	Senior Engineer (readvertise 7-23-04)	7/1/02	√	√				
	1	Asst. Street Superintendent	6/11/04	√					
	2	Maintenance Worker II	7/1/04	√	√	√			
	1	Maintenance Worker I	7/1/04	√					
	1	Senior Engineer-Stormwater Management	7/1/04	√					
	1	Senior Engineer-Capital Projects	7/1/04	√	√	√			
<i>HR</i>	1	Generalist	7/1/04	√	√				
	1	Generalist	8/31/04	√					
	1	Administrative Assoc I	8/31/04	√					
<i>P&amp;R</i>									
	1	Recreational Program Supv	09/07/04	√					
<i>P &amp; Z</i>	1	Planner	3/5/04	√	√				
<i>Police</i>	1	Communication Technician	6/28/04	√	√				
	1	Police Officer	5/23/04	√	√				
	1	Police Officers	7/1/04	√	√				
	1	Communication Technician	7/1/04	√	√				
	1	Communication Technician	6/24/04	√	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
	1	Maintenance Worker II	6/11/04	√	√				
	1	Maintenance Worker III	6/15/04	√					
	1	Maintenance Worker III	7/1/04	√					
	1	I&I Technician	7/30/04	√					
<i>Water Supply</i>	1	Sr. Utility Plant Operator	7/1/04	√					
<i>WPCD</i>	1	Utility Plant Operator	4/16/04	√	√				
	1	Utility Plant Supervisor	4/16/04	√	√				
<b>TOTAL</b>	30								

\*On hold = Department is not actively recruiting this position.